



Missouri Department of Higher Education and Workforce Development

**FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT...**

**OWD Issuance 02-2020:**

**WIOA Dislocated Worker and Adult Work Experience Policy**

(Issued: July 30, 2020)

*Last updated: September 16, 2021*

**Q: Are worksite supervisor signatures required on work experience timesheets?**

**A:** Yes. All timesheets are to be verified by the worksite supervisor to ensure the participant has recorded his/her time correctly. This will require the worksite supervisor's signature.

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*Last updated: January 29, 2021*

**Q: Does a job order and referral need to be completed for a Work Experience?**

**A:** No. A work experience is not an actual job and does not qualify as a recruitment service for an employer, therefore job orders and referrals are not necessary. Job duties, expectations, etc., are provided through the work experience training plan.

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*Last updated: August 2020*

**Q: Can we use our local work experience forms for internships and transitional jobs?**

**A:** Yes. Boards and/or the WIOA service provider may use the same forms for each of the programs listed in the issuance, as these programs require the same type of paperwork, such as agreements, to training plans, to timesheets.

**Q: Are any of these services counted in our credential or MSG performance measures?**

**A:** No. All of the work experience services are considered career level services and, therefore, do not result in MSGs or credentials. Even though the transitional job service is a 300-level service, [TEGL 19-16](#) updated the service to be a career level

service only; however, the service code remained the same within the case management system.

**Q: If we place a participant into a transitional job, are we required to provide them with supportive services?**

**A:** No. The local transitional jobs policy must include *access to* supportive services, at minimum. If a participant is in a transitional job, but does not need supportive services to participate in the WIOA activity, then supportive services would not be provided.

**Q: We have work experience agreements currently in place that go beyond the 300-hour maximum length, are we required to reduce those to fit the new policy?**

**A:** No. The policy impacts agreements developed July 30, 2020 and on. All current agreements or agreements developed before but not started by then, may remain at the original amount agreed upon.

**Q: The policy states we must have a statement from the employer confirming the need for additional hours-is that a written or an oral (case noted) statement?**

**A:** Either. If it is a verbal statement, it needs to be case noted with who provided the statement and when, as well as why the employer feels additional hours are needed.

**Q: Does this issuance affect our youth work experiences?**

**A:** No. Guidance in this issuance only applies to adult and dislocated worker activities. All youth work experiences will continue to follow [OWD Issuance 07-2019](#): Workforce Innovation and Opportunity Act (WIOA) Work Experiences for Youth Participants.

Please direct all questions or comments regarding the Issuance or this FAQ document to [dwdpolicy@dhewd.mo.gov](mailto:dwdpolicy@dhewd.mo.gov). All active Issuances are available at [jobs.mo.gov/dwdissuances](https://jobs.mo.gov/dwdissuances). Expired/rescinded Issuances are available on request.

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